

<b>Streamlined Annual PHA Plan (HCV Only PHAs)</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 02/29/2016</b>
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**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

**Applicability.** Form HUD-50075-HCV is to be completed annually by **HCV-Only PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, Small PHA, or Qualified PHA do not need to submit this form. Where applicable, separate Annual PHA Plan forms are available for each of these types of PHAs.

**Definitions.**

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS and SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A. PHA Information.					
A.1	<b>PHA Name:</b> <u>Housing Authority of the City of Long Beach (HACLB)</u> <b>PHA Code:</b> <u>CA068</u> <b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): <u>10/2017</u> <b>PHA Inventory</b> (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) <b>Number of Housing Choice Vouchers (HCVs)</b> <u>7,398</u> <b>PHA Plan Submission Type:</b> <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission				
	<b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website.				
	<input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a joint Plan and complete table below) <u>N/A</u>				
	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program
	Lead HA:				

<b>B.</b>	<b>Annual Plan.</b>
<b>B.1</b>	<p><b>Revision of PHA Plan Elements.</b></p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission?</p> <p>Y   N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Operation and Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Informal Review and Hearing Procedures.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification.</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each element(s):</p> <p>HACLB's definition of a "Significant Amendment / Modification or Substantial Deviation" is anything that may require a revision of the Admin. Plan and considerably changes HACLB's operations.</p>
	<p><b>New Activities</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y   N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Project Based Vouchers.</p> <p>(b) If this activity is planned for the current Fiscal Year, describe the activities. Provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.</p> <p>On 4/20/17, HACLB executed an AHAP contract for the project-based development, Beacon Place. It is projected to have 38 units and will be located at 1235 Long Beach Blvd, Long Beach, CA 90813. As stated in our current 5-year plan, HACLB will continue to utilize project-based vouchers as an alternative method of rental assistance in the City of Long Beach.</p>
<b>B.3</b>	<p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y   N   N/A</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<b>B.4</b>	<p><b>Civil Rights Certification</b></p> <p><u>Form HUD-50077</u>, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p>Please see attached.</p>
<b>B.5</b>	<p><b>Certification by State or Local Officials.</b></p> <p><u>Form HUD 50077-SL</u>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p>Please see attached.</p>

<b>B.6</b>	<p><b>Progress Report.</b></p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in its 5-Year PHA Plan. To increase agency efficiency, customer satisfaction and lease-up, HACLB has implemented and/or continues to do the following:</p> <ul style="list-style-type: none"> <li>• HACLB ended FY16 by using 93% of budget authority;</li> <li>• Opened the project-based waiting list in 2016 and increased utilization of project based vouchers with additions of American Gold Star Manor, Villages of Cabrillo and Anchor Place (due on-line in September 2017). In addition, HACLB executed a new AHAP contract for Beacon Place;</li> <li>• Implemented mobility counseling in June 2016 to provide greater assistance in locating a unit by appropriately preparing applicants for the search and identifying ways to improve their suitability for tenancy.</li> <li>• As of March 1, 2017, started biennial inspections;</li> <li>• Added monitors to the waiting room to increase education of owners, tenants and applicants;</li> <li>• Change of business hours on Wednesdays. The lobby is now open from 7:30 am to 10:30 am for document drop off and resource availability. However, staff is unavailable during this time due to weekly professional staff development.</li> <li>• Established an owner/partner window to expedite service;</li> <li>• Exploring the use of on-line certifications;</li> <li>• Also exploring using texting as a means of communicating with owners/tenants and applicants.</li> <li>• Will continue to place information on the HACLB website to assist both owners and tenants with inspections related and other general information;</li> <li>• We anticipate changing to a 5-year Waiting List prior to the end of the current fiscal year and making other substantial changes and clarifications to the Admin Plan;</li> <li>• Currently creating an outreach campaign to incentivize owners and increase lease-up. Held 3 focus groups with property owners and landlords to identify ways in which we can enhance the program.</li> </ul>
<b>B.7</b>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y   N  <input checked="" type="checkbox"/>   <input type="checkbox"/></p> <p>(a) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations. Please see attached RAB notes.</p>

## Instructions for Preparation of Form HUD-50075-HCV Annual PHA Plan for HCV Only PHAs

### A. PHA Information. All PHAs must complete this section. (24 CFR §903.23(4)(e))

**A.1** Include the full PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning (MM/YYYY), Number of Housing Choice Vouchers (HCVs), PHA Plan Submission Type, and the Availability of Information, specific location(s) of all information relevant to the public hearing and proposed PHA Plan.

**PHA Consortia:** Check box if submitting a Joint PHA Plan and complete the table. (24 CFR §943.128(a))

### B. Annual Plan. All PHAs must complete this section. (24 CFR §903.11(c)(3))

#### B.1 Revision of PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the "yes" box. If an element has not been revised, mark "no."

☐ **Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income families who reside in the PHA's jurisdiction and other families who are on the Section 8 tenant-based waiting list. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. (24 CFR §903.7(a)(1) and 24 CFR §903.7(a)(2)(i)). Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. 24 CFR §903.7(a)(2)(ii)

☐ **Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.** A statement of the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for HCV. (24 CFR §903.7(b))

☐ **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA HCV funding and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. (24 CFR §903.7(c))

☒ **Rent Determination.** A statement of the policies of the PHA governing rental contributions of families receiving tenant-based assistance, discretionary minimum tenant rents, and payment standard policies. (24 CFR §903.7(d))

☐ **Operation and Management.** A statement that includes a description of PHA management organization, and a listing of the programs administered by the PHA. (24 CFR §903.7(e)(3)(4))

☐ **Informal Review and Hearing Procedures.** A description of the informal hearing and review procedures that the PHA makes available to its applicants. (24 CFR §903.7(f))

☐ **Homeownership Programs.** A statement describing any homeownership programs (including project number and unit count) administered by the agency under section 8y of the 1937 Act, or for which the PHA has applied or will apply for approval. (24 CFR §903.7(k))

☐ **Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.** A description of any PHA programs relating to services and amenities coordinated, promoted, or provided by the PHA for assisted families, including those resulting from the PHA's partnership with other entities, for the enhancement of the economic and social self-sufficiency of assisted families, including programs provided or offered as a result of the PHA's partnerships with other entities, and activities under section 3 of the Housing and Community Development Act of 1968 and under requirements for the Family Self-Sufficiency Program and others. Include the program's size (including required and actual size of the FSS program) and means of allocating assistance to households. (24 CFR §903.7(l)(i)) Describe how the PHA will comply with the requirements of section 12(c) and (d) of the 1937 Act that relate to treatment of income changes resulting from welfare program requirements. (24 CFR §903.7(l)(iii)).

☐ **Substantial Deviation.** PHA must provide its criteria for determining a "substantial deviation" to its 5-Year Plan. (24 CFR §903.7(r)(2)(i))

☒ **Significant Amendment/Modification.** PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan. Should the PHA fail to define 'significant amendment/modification', HUD will consider the following to be 'significant amendments or modifications': a) changes to rent or admissions policies or organization of the waiting list; or b) any change with regard to homeownership programs. See guidance on HUD's website at: [Notice PIH 1999-51](#). (24 CFR §903.7(r)(2)(ii))

If any boxes are marked "yes", describe the revision(s) to those element(s) in the space provided.

**B.2 New Activity.** If the PHA intends to undertake new activity using Housing Choice Vouchers (HCVs) for new Project-Based Vouchers (PBVs) in the current Fiscal Year, mark "yes" for this element, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake this activity, mark "no." (24 CFR §983.57(b)(1) and Section 8(13)(C) of the United States Housing Act of 1937.

☐ **Project-Based Vouchers (PBV).** Describe any plans to use HCVs for new project-based vouchers. If using PBVs, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

**B.3 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided. (24 CFR §903.11(c)(3), 24 CFR §903.7(p))

**B.4 Civil Rights Certification.** Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(o))

**B.5 Certification by State or Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, including the manner in which the applicable plan contents are consistent with the Consolidated Plans, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15)

**B.6 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.11(c)(3), 24 CFR §903.7(r)(1))

**B.7 Resident Advisory Board (RAB) comments.** If the RAB provided comments to the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the Annual PHA Plan. The Annual PHA Plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 4.5 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

**RAB Meeting**  
**Wednesday, April 12, 2017**  
**4:00 – 6:00 pm**

**TOPICS FOR DISCUSSION**

- Need for Subsidized Housing in Long Beach
- Strategy for Addressing Needs/Housing Authority Programs
- Waiting Lists
- Biennial Inspections
- Fair Market Rents & Occupancy/ Subsidy Standards
- On-line Services
- Planned Activities for HACLB – 1 Yr Plan
- Administrative Plan Changes
- Comments and Questions
- Vote to Accept Presentation of Proposed Plan

RAB Meeting 4/12/17

Called to order at 4pm

Attendees:

Alison King

Gerlanda Larry

Celeste Morris

Elise Smith

Maria Tanzer

Thomas Hudson

Sharan Floyd

Mechell Roberts

Joi Dailey

Kieshia Nathaniel

Manuel Given

Eleonora Dayon

Paul Aksenfeld

Maria Ttan

Dulce maria

Eduardo Bnnag

Welcome – done by Alison King

RAB is a requirement by HUD to invite participants to have input in administrative plan.

Please provide input about how things affect you in general.

Tenant commissioners introduction. Explanation of the commission oversight. Maria Tanzer (1992) and Thomas Hudson (2016). They vote on agenda items just like city council commissioners.

Topic 1 – Need for subsidized housing in LB. Housing is very scarce. Vacancy rate is 1.7%. Less than 2% of 1.7% is considered affordable. Created a huge problem for people who need to be housed. Housing is at a very critical mass. That is why we see so many homeless people, including families who have income.

Challenge is finding owners who will accept vouchers. Program works very well when times are hard because owners are looking for a stable source of income.

PBV help us to preserve housing. AGSM for example, we have 348 units available. These PBV are different than tenant-based vouchers (HCV) which you can take with you.

One of our strategies is to increase number of PBV developments. We can partner with developments who will rehab or who are building new units.

We currently have \_\_\_\_ PBV developments:

Aged out foster youth

Mental health needs

Seniors/Disabled

Homeless

Veterans

We do not have a PBV for families.

Question for discussion: As we consider PBV developments, what about families who have small children? What do you see as a need?

Intergenerational housing (Lloyd, Hudson)

RAB supports working with existing buildings. RFP discussion.

New construction vs rehabilitation – AGSM is substantial rehabilitation. We can specify a time limit, but we are hindered by time. If we ask for new construction, HUD doesn't allow new construction unless it's before first brick is laid, which takes at least 2 years. We use voucher in place when participants are already in residence. Doesn't give additional people opportunity for vouchers.

Don't have any buildings for just disabled. They're always senior/disabled.

RAB suggests more disabled housing.

Question – does new voucher have same terms? Calculations may differ for some. PBV AGSM has a 30% cap.

Waiting lists – opened in June 2016. Opened in 2016 because we were running out of people on old list. We have preference for people living in Long Beach. Old list had people who do not live in Long Beach. Received over 17,000 people on HCV list in 2 weeks.

Current administration is not giving any money. There will be no new vouchers. 7,398 current vouchers. We have money on the table that we need to use because we have open vouchers. 3 ways to pick new people – die, non-compliance and people voluntarily get off problem. We are in a down cycle.

Question – Should we expire the waiting list in 5 years? Give preference to people who were on the old list. Difference of opinions by RAB members. Discussion of fairness of people on an expired list who have to reapply to a new list. Explanation of waiting list explained by Mechell Roberts. More beneficial to give opportunities to people to apply. Supported by RAB.

Biennial Inspections – HUD says we have to inspect 20% of whole building PBV unless one unit fails. HUD says we only have to inspect every other year for HCV. Currently done by zip code. Still leaves opportunity for special inspections. Effective March 1<sup>st</sup>. Discussion of retaliation by owner if tenant calls for special inspection. RAB supported.

(Mr. Given called PHRIP and did not receive a response.)

Fair Market Rents & Occupancy Subsidy Standards – already above cap at 110%. We're asking for 120%. Two people per bedroom plus one. Reasonable accommodation may entitle you to more for medical equipment or live-in aide. HUD reduced funding years ago, which is why we went to current occupancy subsidy standards. Do you support current standards or should HOH get own bedroom. AGSM may relax standards because they have 2 bedroom units. RAB supports current standards except for AGSM.

Online services – way we work with owners to increase communications. We'd like to do online certifications. Do you support having online services exclusively or having option to do paperwork manually. RAB supports online services.

Planned activities for HACLB (informational)

Downtown demographics changing. New developments, business, etc. Not seeing a whole lot of parking. Used to be a requirement to have a parking space per unit. Not doing that anymore. We've lost parking. Explanation of HACLB parking lots. Therefore, we have to move. Want RAB to be aware of move. RAB member suggested old mental health building.

We are also changing the ways we do business. Effective March 15<sup>th</sup>, we've changed business hours. We are closed on Wednesday mornings from 7:30 – 10:30 for professional development for staff.

Changing policy manual (Admin Plan):

Wait list

10 business days

Termination – only sending 2 letters (certified) RAB member suggested sending text

Otherwise general update

Limited English Proficiency (LEP) – increased services to LEP clients. Using language access line, posted documents in lobby in other languages.

RAB suggestions – none.

Other questions/comments:

RAB member asked about owner engagement. Alison explained council agenda item on 4/4/17 that gave resolution to incentivize owners to participate. Less inspections, increase payment standards, damage claims. Damage mitigation - \$2,000 incentive. Housekeeping orientation suggested by RAB. HUD won't fund damage mitigation. We tried to combine PHRIP/HACLB inspections, but it doesn't look like that's going to pass.

RAB member suggest being good neighbor and that HACLB should enforce good neighborliness. HACLB does not evict, only the owner. We do not manage the property, we only pay the subsidy. The lease is between the tenant and the owner. RAB member stated that's what owners have insurance for.

RAB member asks if we do background check on owner. Alison explained debarment to RAB member. It's too costly to run background checks on owners and, besides, they already don't want to rent to participants.

RAB member asks if we ever invite owners to meetings like this. Alison explained owner engagement project: task force, etc. RAB member suggested a mixer. Also discussed hardship created for an owner whose units failed inspection due to biennial inspections.

RAB member asked why annual recertification process takes so long. Joi Dailey explained file process. We are revising letters to stop saying that participants will be terminated for not turning in paperwork.

RAB voted unanimously to accept presentation of proposed plan.

Meeting adjourned at 5:35pm.